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Undergraduate Curriculum and Academic Policy Committee Wright State University Quarter to Semester Transition Undergraduate Curriculum and Academic Policy Committee

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## Expedited Course Inventory Process

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**Wright State University**

**Semester Academic Calendar**

**Course Inventory Expedited Process Policy**

## Course Inventory

Conversion to the semester academic calendar system will require a new inventory of courses. Some courses in the semester inventory will be the product of creating new courses from the quarter system inventory of courses. Other courses in the semester inventory will be the product of developing completely new courses.

The quarter system course inventory to be considered is, as summarized below, comprised of a wide range of courses numbering more than 6,000.

----- Quarter Calendar System Active Course Inventory -----			
Credit Hours	Undergraduate	Graduate	Grand Total
0	690	112	802
0.5	0	1	1
1	236	113	349
1.5	3	0	3
2	188	60	248
3	511	438	949
3.5	3	4	7
4	1512	1378	2890
4.5	44	50	94
5	68	51	119
6	10	10	20
7	7	7	14
8	1	7	8
8.5	0	1	1
9	5	3	8
10	3	0	3
12	3	1	4
15	0	1	1
Variable	279	477	756
Total	3563	2714	6277
----- Quarter Calendar System Inactive Course Inventory -----			
Total	288	193	481
Grand Total	3851	2907	6758

## Course Inventory Policies and Procedures

In converting to the semester academic calendar, proposals for new courses are to follow the policies and procedures established through the Undergraduate Curriculum and Academic Policy Committee for undergraduate courses and by the Graduate Council for graduate courses, including, e.g., *Procedures and Guidelines for Proposing New Courses and Deleting Existing Courses (University Undergraduate Course Inventory)* and the *Graduate Council Manual*.

## **Expedited Process for Creating the Semester Calendar Undergraduate Course Inventory**

To facilitate the conversion to semesters, an expedited course inventory process is available for a portion of the undergraduate course inventory.

For the expedited process, colleges, departments, and units may choose to submit, except for General Education, Transfer Assurance Guide, and Transfer Module courses, an undergraduate semester course that is accompanied by a course list of topics or a course outline. The course list of topics or outline will serve on a temporary basis in lieu of a course syllabus. A course syllabus will be required to be submitted prior to the first time offering of the course.

While the expedited topic or outline option is available, in all cases colleges, departments, and units are encouraged to provide a complete syllabus for all courses at the same time that the semester course proposal is submitted.

### **Guidelines**

The following guidelines provide the elements to be included in the course list of topics or outline and in the course syllabus.

**Undergraduate Curriculum and Academic Policy Committee**

**List of Course Topics or Course Outline Guidelines**  
**for**  
**Semester Calendar Expedited Undergraduate Course Inventory Process**

**Course topics or outlines submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.**

I. College/School  
Department

II. Course Information

Course Title:

Course Abbreviation and Number:

Course Credit Hours;

Course Cross Listing(s) Abbreviation and Number:

Check ("x") all applicable:

General Education Course\_\_\_\_\_ Writing Intensive Course\_\_\_\_\_ Service

Learning Course\_\_\_\_\_

Laboratory Course\_\_\_\_\_ Ohio TAG (Transfer Assurance Guide) Course \_\_\_\_\_

Ohio Transfer Module Course\_\_\_\_\_ Others (specify)\_\_\_\_\_

III. Course Registration

Prerequisites:

Corequisites:

Restrictions: including, e.g., junior standing, majors only, etc.

Other: including, e.g., "Or by permission of instructor"

IV. Suggested List of Topics or Course Outline

Organized by week (14 week academic calendar and final exam) or other defined schedules.

\_\_\_\_\_

This is a sample list of course topics or course outline that could differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.

**Undergraduate Curriculum and Academic Policy Committee**  
**Course Syllabus Guidelines**

**Course syllabuses submitted for Undergraduate Curriculum and Academic Policy review and inclusion in the WSU Course Inventory should include the following elements.**

I. College/School  
Department

II. Course Information

Course Title:

Course Abbreviation and Number:

Course Credit Hours;

Course Cross Listing(s) Abbreviation and Number:

Check ("x") all applicable:

General Education Course\_\_\_\_\_ Writing Intensive Course\_\_\_\_\_ Service Learning Course\_\_\_\_\_

Laboratory Course\_\_\_\_\_ Ohio TAG (Transfer Assurance Guide) Course \_\_\_\_\_

Ohio Transfer Module Course\_\_\_\_\_ Others (specify)\_\_\_\_\_

III. Course Registration

Prerequisites:

Corequisites:

Restrictions: including, e.g., junior standing, majors only, etc.

Other: including, e.g., "Or by permission of instructor"

IV. Student Learning Outcomes

What students are expected to know or be able to do or demonstrate upon completing the course. For example, students will be able to explain a concept, demonstrate a procedure, evaluate alternatives, or recognize a bias.

V. Suggested Course Materials (required and recommended)

Textbooks, Articles, Videos, Computing and/or Internet Resources, etc.

VI. Suggested Method of Instruction

Lecture, Seminar, Distance Learning, Web-Based, etc.

VII. Suggested Evaluation and Policy

Tests, Quizzes, In-Class Writing, Out-of-Class Writing, Journals, Individual/Group Projects, Attendance Policy, etc. (numerical points or percentage distribution)

VIII. Suggested Grading Policy

Final course letter grade earned in relation to evaluation and policy.

Writing requirements in relation to final Writing Intensive (WI) grade earned.

## IX. Suggested Assignments and Course Outline

Organized by week (14 week academic calendar and final exam) or other defined schedules.

Topic and/or typical assignments (textbook assignments, journal articles, internet resources, etc.)

## X. Other Information

For Writing Across the Curriculum Program courses: statement of writing across the curriculum goals, criteria for evaluating writing assignments, and how writing assignments relate to the final course grade.

For combined undergraduate/graduate courses: identify, throughout the above or separately, additional work/responsibilities/grading applied to graduate students.

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This is a sample course syllabus guideline. Course materials, method of instruction, evaluation and policy, grading policy, assignments, and other course matters can differ by specific course sections and individual professors. Additional information can be obtained by contacting the appropriate college and department.

Approved:

Undergraduate Curriculum and Academic Policy Committee \_\_\_ September 29, 2009 \_\_\_

Faculty Senate \_\_\_ November 2, 2009 \_\_\_